

INTERNAL USE ONLY

DATE FORM RECEIVED		.		.	
INTERVIEW DATE		.		.	

APPLICATION FORM

CONFIDENTIAL

POST APPLIED FOR

Please **Do Not** attach additional pages to this application form as these will be removed, discounted, & discarded.

YOUR DETAILS:

Preferred Title Mr Mrs Miss Ms Other / Not Stated

Surname

Forename(s)

Previous Names (if any)

At the time of submitting this application, are you aged over 64^{1/2}? Yes No

Current Address

Town / City County Postcode

Phone Mobile

Phone Landline -

Email

Are you related to or acquainted with an employee of The Lioncare Group? Yes No

If Yes give details

Have you made a previous application to The Lioncare Group? Yes No

If Yes, when was this?

What was the outcome?

EMPLOYMENT HISTORY: It is essential you provide full details of ALL your employment and jobs since leaving full time education. Begin with your current job and work backwards to when you left full time education

Current Employer	<input type="text"/>			
Your Job Title	<input type="text"/>			
Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
Their Address	<input type="text"/>			
Town / City	<input type="text"/>	County	<input type="text"/>	Postcode
Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£	<input type="text"/>		

Previous Employer	<input type="text"/>			
Your Job Title	<input type="text"/>			
Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
Their Address	<input type="text"/>			
Town / City	<input type="text"/>	County	<input type="text"/>	Postcode
Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£	<input type="text"/>		

Previous Employer	<input type="text"/>			
Your Job Title	<input type="text"/>			
Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
Their Address	<input type="text"/>			
Town / City	<input type="text"/>	County	<input type="text"/>	Postcode <input type="text"/>
Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£ <input type="text"/>			

Previous Employer	<input type="text"/>			
Your Job Title	<input type="text"/>			
Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
Their Address	<input type="text"/>			
Town / City	<input type="text"/>	County	<input type="text"/>	Postcode <input type="text"/>
Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£ <input type="text"/>			

Previous Employer	<input type="text"/>			
Your Job Title	<input type="text"/>			
Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
Their Address	<input type="text"/>			
Town / City	<input type="text"/>	County	<input type="text"/>	Postcode <input type="text"/>
Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£	<input type="text"/>		

Previous Employer	<input type="text"/>			
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Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
Their Address	<input type="text"/>			
Town / City	<input type="text"/>	County	<input type="text"/>	Postcode <input type="text"/>
Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£	<input type="text"/>		

Previous Employer	<input type="text"/>			
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Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
Their Address	<input type="text"/>			
Town / City	<input type="text"/>	County	<input type="text"/>	Postcode <input type="text"/>
Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£	<input type="text"/>		

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Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
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Town / City	<input type="text"/>	County	<input type="text"/>	Postcode <input type="text"/>
Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£	<input type="text"/>		

Previous Employer	<input type="text"/>			
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Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
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Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£	<input type="text"/>		

Previous Employer	<input type="text"/>			
Your Job Title	<input type="text"/>			
Type of Work	<input type="text"/>			
Dates Employed	Start	<input type="text"/>	End	<input type="text"/>
Their Address	<input type="text"/>			
Town / City	<input type="text"/>	County	<input type="text"/>	Postcode <input type="text"/>
Contact Phone	<input type="text"/>			
Contact Email	<input type="text"/>			
Reason for Leaving	<input type="text"/>			
Final Salary	£	<input type="text"/>		

*If you had more than 10 jobs since leaving full time education, list ALL earlier jobs in the **Other Information** section below: ensure you give the name of your employer, the dates you were employed from and to, and your reason for leaving. We may ask you for more details at interview.*

EDUCATION, TRAINING & QUALIFICATIONS: Ensure you list ALL training and qualifications

Name of School

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GCSE's or equivalent qualifications gained

1.	Date:
2.	Date:
3.	Date:
4.	Date:
5.	Date:
6.	Date:
7.	Date:
8.	Date:
9.	Date:
10.	Date:

Name of College

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A-Level or equivalent qualifications gained

1.	Date:
2.	Date:
3.	Date:
4.	Date:

Other Qualification or Award

A.

Awarding Organisation

	Date:
--	-------

Other Qualification or Award

B.

Awarding Organisation

	Date:
--	-------

Other Qualification or Award

C.

Awarding Organisation

	Date:
--	-------

Other Qualification or Award

D.

Awarding Organisation

	Date:
--	-------

Other Qualification or Award	E.	
Awarding Organisation		Date:
Other Qualification or Award	F.	
Awarding Organisation		Date:
Other Qualification or Award	G.	
Awarding Organisation		Date:
Other Qualification or Award	H.	
Awarding Organisation		Date:
Other Qualification or Award	I.	
Awarding Organisation		Date:
Other Qualification or Award	J.	
Awarding Organisation		Date:
Other Qualification or Award	K.	
Awarding Organisation		Date:
Other Qualification or Award	L.	
Awarding Organisation		Date:
Other Qualification or Award	M.	
Awarding Organisation		Date:
Other Qualification or Award	N.	
Awarding Organisation		Date:

PERSONAL STATEMENT: Please use this space to tell us what attracts you to the post for which you have applied, why we should offer you the post, and any other information you feel is relevant to your application.

PERSONAL STATEMENT: *Continuation sheet if required.*

OTHER INFORMATION:

Do you have any other training, qualifications, skills, interests, hobbies, abilities, or activities not previously mentioned that you would be able to bring to the post?

Do you hold a full driving licence?

Yes No

If Yes, do you have any current endorsements?

(We may ask you for further details about any endorsements)

Yes No

Do you require a Registration Card / Visa / Permit for legal UK employment?

Yes No

The Lioncare Group follows **Safer Recruitment** policy and procedure; it is therefore essential that you give dates for, and provide an explanation for, **all and any gaps** in your Education and subsequent Employment History.

1. From To

Explanation

2. From To

Explanation

3. From To

Explanation

4. From To

Explanation

How many weeks' or months' notice do you have to give to your current employer?

If you are registered as disabled, or if you consider yourself to be disabled under the Equality Act 2010 i.e. if you have a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on your ability to do normal daily activities, please give details of any special arrangements you would require to attend interview:

Please Note:

The vulnerability of the children in our care, and their safety and welfare, is paramount in all we do. Section 60(6)(b) of the Equality Act 2010 states that it is permissible for us to make enquiries of an applicant about disability and health in so far as asking the question is necessary for the purpose of establishing whether the applicant will be able to carry out a function that is intrinsic to the work concerned.

We are required by law under regulation 32(2)(a&b) and (3)(c) of The Children's Homes (England) Regulations 2015 to "only employ an individual to work at the children's home if the individual is mentally and physically fit for the purposes of the work that the individual is to perform". The Education (Independent School Standards) Regulations 2014 state that the proprietor must carry out and complete appropriate checks on candidates including the person's medical fitness before a person's appointment.

Any answers given to questions posed, or declaration made, during the application and interview and recruitment stages regarding mental or physical fitness will not necessarily mean that an application cannot continue. We would ask the applicant further about the issues and seek permission to gain the views of a GP in the furtherance of the application.

REFERENCES:

Please give details of **two** referees, one of whom should be your **current or most recent employer** or, if this is an application for your first job, your school teacher or higher education lecturer. The other should be a suitable person willing and authorised to act as a referee and who is qualified to verify your fitness and suitability to hold the post for which you have applied. This must not be a relative, friend, or current a colleague holding the same level of seniority as you.

Name of 1st Referee

Their Official Title

Relationship to You

Name of Organisation

Their Address

Town / City

County

Postcode

Contact Phone

Contact Email

Name of 2nd Referee

Their Official Title

Relationship to You

Name of Organisation

Their Address

Town / City

County

Postcode

Contact Phone

Contact Email

REHABILITATION OF OFFENDERS ACT:

The post for which you are applying is in regulated activity as defined by the Safeguarding Vulnerable Groups Act 2006. As such, the role is exempt from the Rehabilitation of Offenders Act 1974 section 4(2) Exceptions Order 1975 as amended in 2013. You are therefore required to disclose information regarding any 'unspent' conviction, bind over, caution, or similar AND any which for other purposes are deemed 'spent' under the provisions of the Act but which would not be filtered by the Disclosure & Barring Service. Employers are not permitted to take filtered offences into account when making employment decisions. For more information about which cautions and convictions are filtered and should not be disclosed to us, visit: <https://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf>.

A conviction, bind over, caution or similar will not automatically disqualify you from employment, but failure to disclose relevant information that would not be filtered may lead to your application being disqualified or, if you have already been appointed, you may be summarily dismissed.

If you are offered the post for which you are applying, The Lioncare Group will first require a satisfactory enhanced Disclosure and Barring Service certificate and a check of the relevant DBS barred list(s) before permitting you access to children or vulnerable adults entrusted to the care of our Organisation. For care posts, you will also be required to confirm that you are not disqualified from that role by the Disqualification from Caring for Children (England) Regulations 2002.

Have you ever been issued with a conviction, bind over, police caution, or similar that is currently unspent? Yes No

If Yes give details

If Yes please state the date this was issued to you
(You will be asked you for further details about this at interview)

Have you ever been issued with any conviction, bind over, police caution, or similar that **would not** be filtered by the DBS? Yes No

If Yes give details

If Yes please state the date this was issued to you
(You will be asked you for further details about this at interview)

Have you ever been subject to investigation or concern by Social Services? Yes No

If Yes give details

Are you included on the DBS children's barred list? Yes No

If Yes give details

Have you ever been the subject of a Disciplinary Investigation relating to the safety of children or adults in your care? Yes No

If Yes give details

Have you ever been subject to a Capability or Disciplinary Investigation for another reason? Yes No

If Yes give details

Have you ever received a Formal Capability or Disciplinary Warning or Action? Yes No

If Yes give details

If Yes please state the date this was issued to you
(You will be asked you for further details about this at interview)

Have you lived or worked outside the UK for more than 3 months in the last 5 years? Yes No

If Yes give details

If Yes please state the date this was issued to you
(You will be asked you for further details about this at interview)

Are you subject to any sanctions in the European Economic Area? Yes No

If Yes give details

Question for Residential Care Position Applicants Only:

The Disqualification from Caring for Children Regulations (2002) prevent an individual from being employed in residential care / children's homes if they meet certain criteria that may make them unsuitable to work with vulnerable groups. These criteria include (this is not an exhaustive list):

- *Certain serious criminal offences*
- *Court orders relating to the care of your own child*
- *Being prohibited from private fostering*

Do you have any reason to believe you are disqualified from caring for children? Yes No

If Yes give details

Question for Teaching Position Applicants Only:

Are you, or have you ever been, prohibited from teaching or sanctioned by the General Teaching Council?

Yes No

If Yes give details

Have you been prohibited from management of an independent school (s128)?

Yes No

If Yes give details

DECLARATION: *Must be signed and dated by all applicants*

I declare that the information I have given on this form and including the information I have stated in the disclosure section above is true and correct and complete at the time of submitting this application and that I have not omitted anything that could be relevant to the appointment of a person seeking to work with children.

I understand that the interview panel may be made aware of any relevant information that I have disclosed in order to discuss the matter or matters with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be undertaken and held securely on my personnel file.

I understand that if it is subsequently discovered any statement is false or misleading, or that I have withheld or omitted relevant information, my application may be disqualified or if I have been offered a conditional position of employment pending checks then that offer may be withdrawn or if I have already been appointed and employed in a position that I may be dismissed.

I hereby give my consent to The Lioncare Group processing the data on this application form for the purpose of recruitment and selection.

Signed:

Date:

Please note: if you are unsuccessful in your application, this disclosure and the application form in which it is contained will be securely destroyed within 6 months of your application being submitted to The Lioncare Group.